

# 授权书 / AUTHORIZATION LETTER

## 1. 受托方信息 / Authorized Party:

姓名 / Name: \_\_\_\_\_

单位名称 / Organization: \_\_\_\_\_

联系方式 / Contact Information: \_\_\_\_\_

## 2. 授权事项 / Scope of Authorization:

在此声明受托担任“机构代表”资质，负责全流程的科研人员准入管理、材料审核把关、进度监控与权限维护，核心职责包括：

I hereby declare that I am authorized to serve as the “Institutional Representative,” responsible for end-to-end researcher access management, document review, progress monitoring, and permission maintenance:

### (1) 邀请与准入 / Invitation and Admission:

- 以机构代表身份，将本单位的科研人员邀请进入 Aging BioBank 申请审核系统；

As the institution’s representative, invite your organization’s researchers into the Aging BioBank Request system.

- 确保邀请人员的身份信息与科研资质，确保符合机构及平台要求。

Verify the invited individuals’ identity information and research credentials to ensure they meet both institutional and platform requirements.

### (2) 信息完整性把控 / Ensuring Information Completeness

- 确认申请表单及附件资料准确、齐全，避免因材料不全导致审核延迟。

Confirm that all application forms and supporting documents are accurate and complete, in order to prevent review delays caused by missing materials.

### (3) 权限复核与调整 / **Permission Review and Adjustment**

- 定期复核已获授权人员的访问权限，评估其使用需求与安全合规情况，并根据评估结果调整其权限范围和有效期。

Periodically review the access permissions granted to approved users, assess their usage needs and compliance with security standards, and adjust the scope and validity period of their permissions accordingly.

### 3. 更换授权人 / **Change of Authorized Person**

如需更换授权人，本文件须重新提交并完成签章/签字流程。

If the authorized person is changed, this Authorization Letter must be re-submitted with signatures/seals.

### 4. 授权人签署 / **Authorizer's Signature:**

请由企业 (CEO / President)、研究所 (Director)、高学或高校学院 (President / Dean) 的法定代表人签字，中国用户需加盖公章或学院章；国际用户仅需手写签字，无需盖章

*Please have the legal representatives of the enterprise (CEO/President), research institute (Director), and university or college (President/Dean) sign. Chinese users must affix the company seal or college seal; international users only need to sign by hand without affixing any seal*

签字 / Signature: \_\_\_\_\_

盖章 / Seal: \_\_\_\_\_ (仅中国用户 / for Chinese users)

日期 / Date: \_\_\_\_\_